

**Position Title:** RSO Assistant  
**Employee's Name:** Vacant

**Position Number:** 98311802

### **13. BASIC FUNCTION OF POSITION:**

Incumbent will provide routine secretarial support for the RSO, including typing, filing, taking phone calls, retrieving and routing internal correspondence, data base management, DS application management, meeting and appointment coordination, mail and telegrams. Assists in other routine secretarial support as needed by the RSO.

### **14. MAJOR DUTIES AND RESPONSIBILITIES:**

#### **SECRETARIAL (95%)**

Drafts and routes correspondence, RSO security notices, telegrams, Time and Attendance and LEAP reporting. Assists the RSO in updating Post's emergency plans, utilizes specialized databases and computer applications, and completes special projects as needed. Responsible for tracking the status of various RSO programs and compliance of routine security policies. Manages post SMSe system and issuance Consulate badges. Manages and tracks all RSO FSN Work Development Plans, Evaluations and monitors RSO fund codes. Establishes and updates Microsoft data-bases for automated RSO files, records and reports. Responsible for monitoring WebPass access control module, submitting and tracking all procurements for the office via eServices. Reviews RSO files, gathers, retires and or destroys them as appropriate. Process and track all GSO & IPC work orders generated within the section.

Responsible for the section supply levels. H/she will be accountable for supply stock for office.

Responsible for ensuring repair of all office equipment, computer, copiers, fax, phones, photographic, destruction equipment, etc.

#### **OTHER (5%)**

Other duties as assigned by Supervisor.

### **15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

- A. Education:** High school diploma (or GED equivalent).
- B. Prior Work Experience:** At least two years of previous secretarial and or clerical experience is required. Experience with other computer software a plus.
- C. Post Entry Training:** Language Proficiency Level IV English (Fluent). Spanish or other regional language skills are desirable, but not required. Training on all Diplomatic Security database systems and specialized software systems. Training on post's eServices and Webpass systems.

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**D. Language Proficiency:** Language Proficiency Level IV English (Fluent). Spanish or other regional language skills a plus, not required.

**E. Job Knowledge:** Knowledge of secretarial and or clerical office procedures. Knowledge of web based applications and software.

**F. Skills and Abilities:** Good writing and oral communication skills. Good organizational skills. Ability to operate computer word processing software, preferably Microsoft office applications (Word, Excel, MS Mail, Schedule+ and Access). Experience with other computer software a plus. Typing - 45 words per minute. Good management skills to ensure follow-up on report deadlines and the status of RSO projects and security programs. Ability to deal cross culturally with others in the Consulate as well as others that would naturally be in contact with the RSO office. For example, local police officials, business contacts, and other foreign diplomatic missions. Positive "can-do" attitude.

Ability to secure an interim U.S. Government security clearance, and ultimately securing a final TS security clearance.

#### **16. POSITION ELEMENTS:**

**A. Supervision Received:** Supervision received from Regional Security Officer.

**B. Supervision Exercised:** None

**C. Available Guidelines:** Standard Operating Procedures and on-the-job training.

**D. Exercise of Judgment:** Ability to plan daily schedule and meet designated deadlines established by suspense dates or as required. Delegates work to RSO FSNs as appropriate based on their portfolios.

**E. Authority to Make Commitments:** None

**F. Nature, Level and Purpose of Contacts:** Daily contacts with Consulate and Embassy security personnel. As required, contact with external RSO contacts.

**G. Time Expected to Reach Full Performance Level:** 6 months